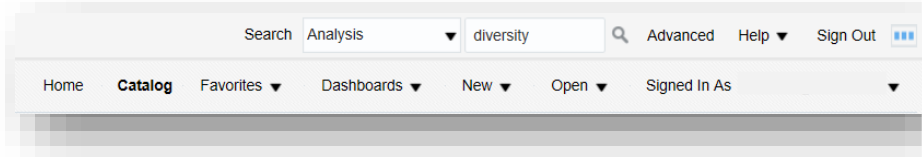


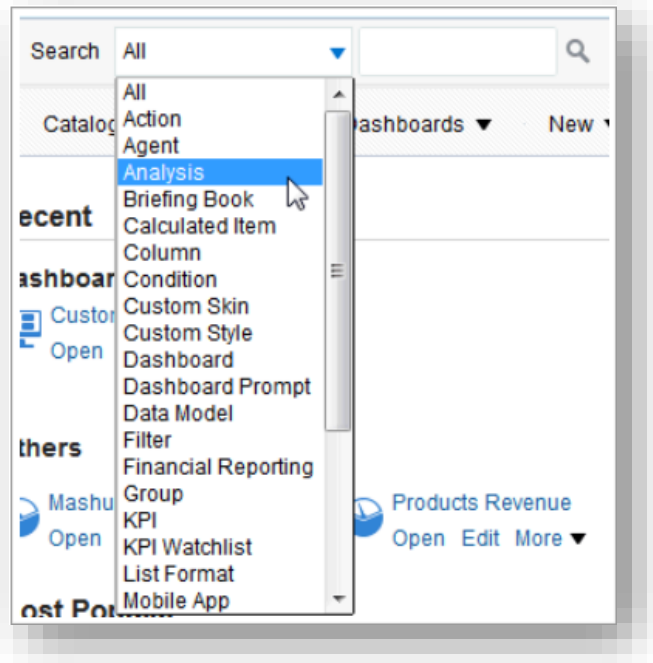
## QUICK GUIDE: How to Search the Catalog (Basic)

The basic Catalog search enables you to search for objects from the global header and the Home or Catalog pages.



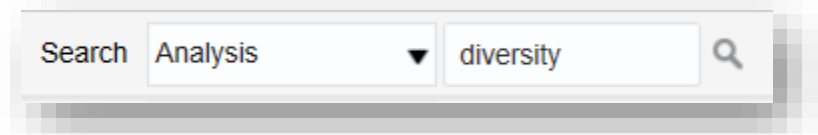
**NOTE:** You will only see objects for which you have the appropriate permissions. When the desired object is located, you can select the object to display it for viewing or editing, as permissions allow.

1. In the global header's Search field, click the drop-down list, and select the object type for which you want to search. In the example, we search for Analysis.

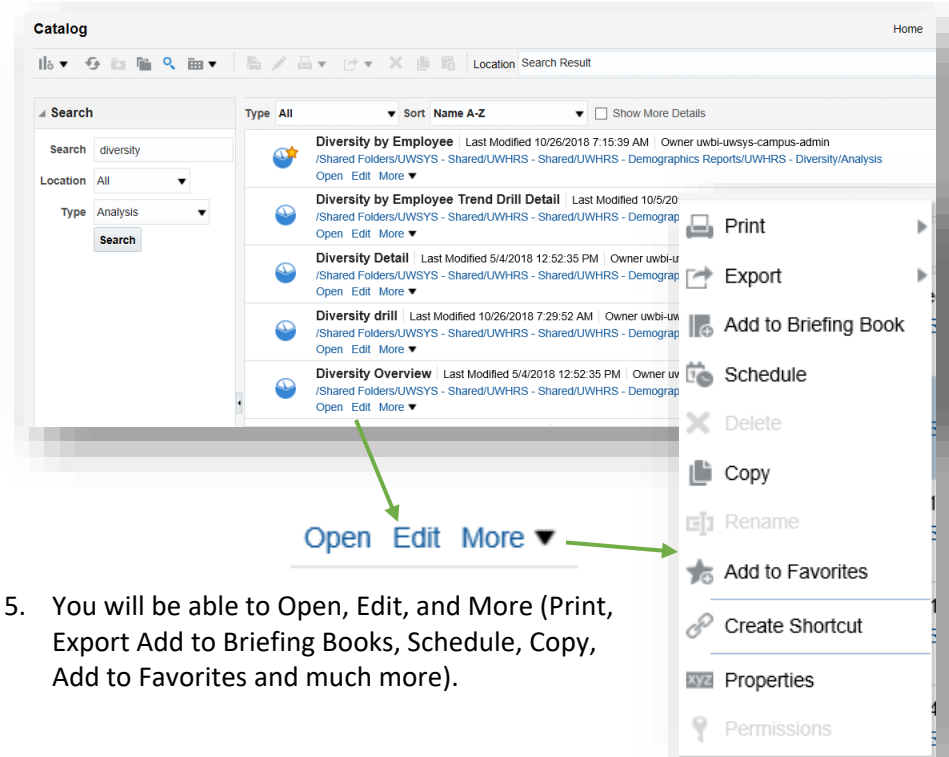


2. Place your cursor in the field next to the Search field and enter keyword (ex: diversity).

**NOTE:** When you search, you can enter part or all of the object's name or description.



3. Click the magnifying glass icon to begin the search.
4. The Catalog page is displayed with the results that match your search criteria.



5. You will be able to Open, Edit, and More (Print, Export Add to Briefing Books, Schedule, Copy, Add to Favorites and much more).

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